Using Microsoft Stream to store and distribute video files

Microsoft Stream is an enterprise video service where people in an organization can upload, view, organize and share videos securely.

Resources

General information regarding Microsoft Stream can be found [here](#).

A good 10 minute video on how to use Stream can be found [here](#).

A comprehensive tutorial on how to us Microsoft Stream is available on Lynda.com aka LinkedIn Learning. Information on how to access Lynda.com can be found [here](#).
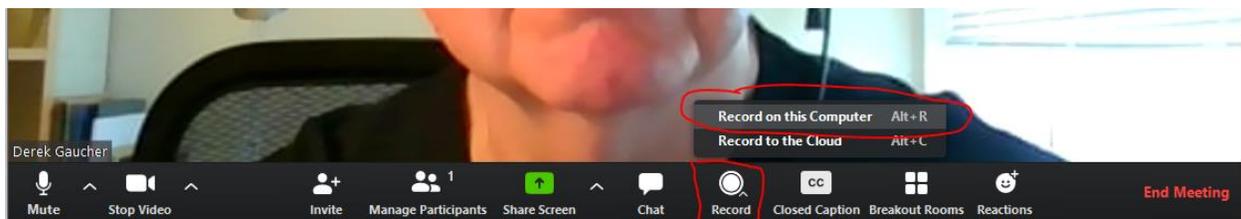
Instructions on how to record Zoom sessions locally can be found [here](#).

How to upload a local Zoom session recording to Microsoft Stream

The Zoom session host is presented with the options to **Record on this Computer** and **Record to the Cloud** when they click on the Record button. By default, all local recordings will be placed in a Zoom folder found in the following file path on these devices:

- PC: C:\Users\User Name\Documents\Zoom
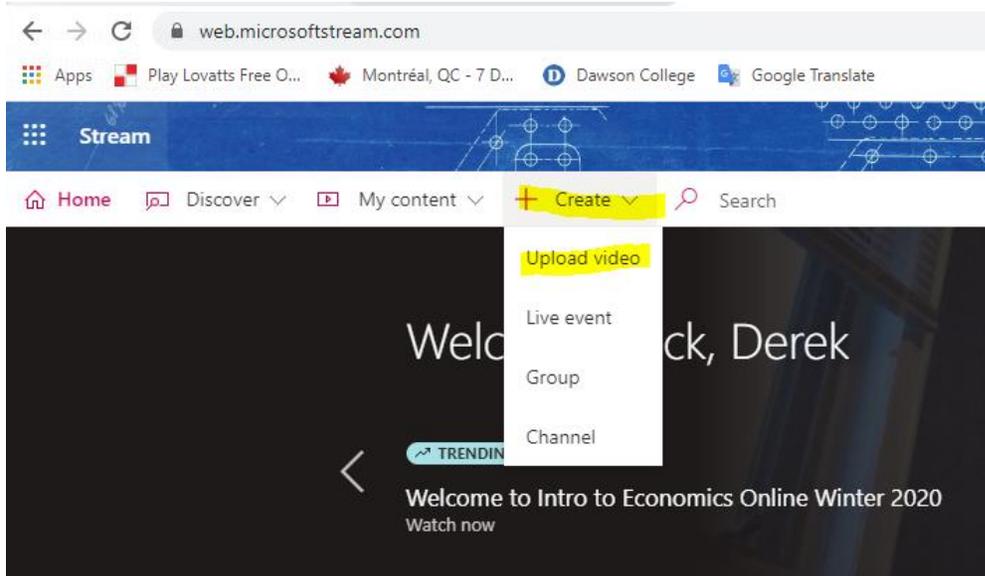- Mac: /Users/User Name/Documents/Zoom

Each session recording is saved to a file folder labeled with the session date and time. The Audio/Video file is named **zoom_0.mp4** by default. Each subsequent recording is in sequential order: zoom_0, zoom_1, zoom_2, etc.
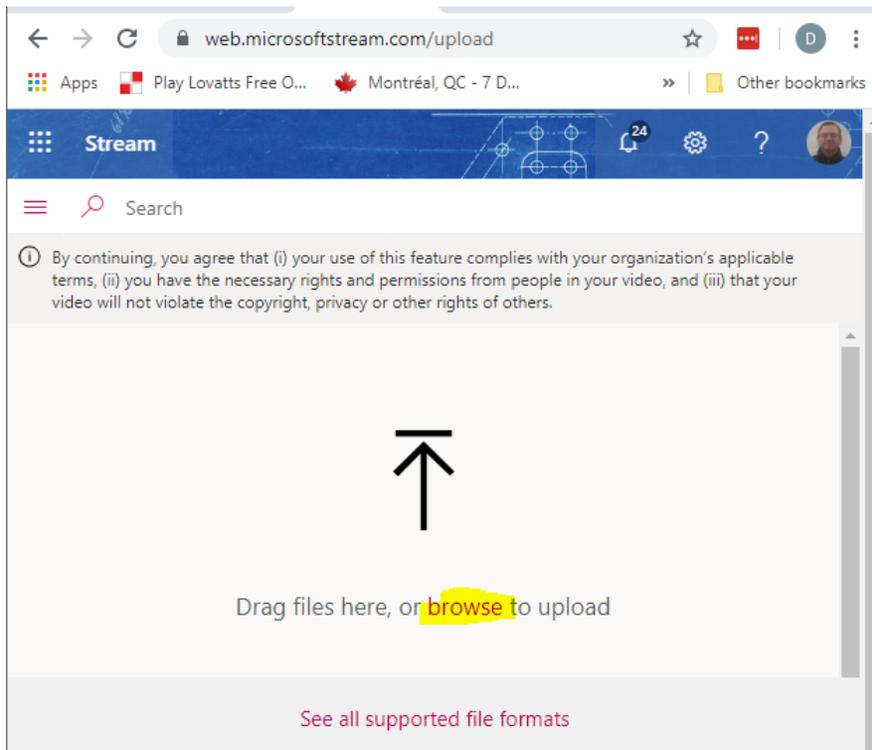

To upload a Zoom session recording to Microsoft Stream,

1. Start the Stream application
2. Click on the +Create tab (see screenshot 1)
3. Click on Upload video (see screenshot 1)
4. Drag and drop the video file or click the browse link to display file explorer and select the video file. (see screenshot 2)
5. Complete the form information and click Publish to initiate the upload. (see screenshot 3)

Screenshot 1

Screenshot 2

Screenshot 3

Drag more files anywhere, or select more files to upload

Upload completed, go to my videos

Processing complete, ready to publish: zoom_0.mp4 🗑

∨ **Details**

Name

zoom_0

Description

Create a description for your video, including #hashtags

Setting a video language enables automatic closed
captioning for supported languages. Learn more ✕

Video Language ⓘ

English ∨

Thumbnail

> **Permissions**

> **Options**

↪ Share   🖥 **Publish**